

**SOLANO COMMUNITY COLLEGE DISTRICT  
 GOVERNING BOARD AGENDA ITEM**

**TO: Members of the Governing Board**

**SUBJECT: CONTRACT AMENDMENT #1 TO SALAS O'BRIEN FOR  
 ADDITIONAL PROFESSIONAL SERVICES FOR THE  
 FAIRFIELD CAMPUS HYDRONIC SYSTEM  
 MODERNIZATION – PHASE 1 PROJECT**

**REQUESTED ACTION:**

Information    **OR**     Approval  
 Consent        **OR**     Non-Consent

**SUMMARY:**

On September 17, 2025, the Board approved a professional services contract to Salas O'Brien for design services for the Fairfield Hydronic Systems Modernization – Phase 1 Project. Board approval is now requested for Amendment #1 to modify the professional services Agreement with Salas O'Brien for additional design services needed for the Project. Construction Administration and Project Closeout services are required for the Project. The consultant's additional Structural Engineering scope (ASA #1) includes the following:

*CONTINUED ON THE NEXT PAGE*

**STUDENT SUCCESS IMPACT:**

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: Renovating existing instructional space and equipment.

<i>Ed. Code: NA</i>	<i>Board Policy: NA</i>	<i>Estimated Fiscal Impact: \$260,310.00 Measure Q Funds</i>
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**SUPERINTENDENT'S RECOMMENDATION:**                       **APPROVAL**                       **DISAPPROVAL**  
 **NOT REQUIRED**                       **TABLE**

Susan Wheet  
 Vice President, Finance & Administration

**PRESENTER'S NAME**

4000 Suisun Valley Road  
 Fairfield, CA 94534

**ADDRESS**

(707) 864-7209

**TELEPHONE NUMBER**

Susan Wheet  
 Vice President, Finance & Administration

**VICE PRESIDENT APPROVAL**

March 20, 2026

**DATE SUBMITTED TO  
 SUPERINTENDENT-PRESIDENT**

Kellie Sims Butler, Ph.D.  
 Superintendent-President

April 1, 2026

**DATE APPROVED BY  
 SUPERINTENDENT-PRESIDENT**

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**SUMMARY:**

*CONTINUED FROM THE PREVIOUS PAGE*

- Design Phase support including meeting attendance, establishing structural design criteria, design of elements per required applicable building codes and Authority Having Jurisdiction (DSA) requirements, review of geotechnical reports for the site, preparing construction document package and related calculations, preparing specifications for the primary structural elements and assisting in establishing testing and inspection requirements;
- Permitting and Bid support including responding to plan review comments by the Authority Having Jurisdiction (DSA) and providing responses, finalizing and issuing contract documents that can be used for final budgeting and construction purposes and assisting the general contractor in interpreting and clarifying the drawings and specifications; and
- Additional construction observation visits and construction administration support.

The consultant's Construction Administration scope (ASA #2) includes the following:

- Attending pre-construction kickoff meeting;
- Participating in Owner-Architect-Contractor (OAC) meetings through construction phase;
- Providing construction support services including review and response to RFIs (Requests for Information), shop drawings, submittals, and resubmittals;
- Providing construction support services including review and response to proposed change orders;
- Performing site visits at appropriate intervals as dictated by ongoing construction; and
- Reviewing testing and inspection reports.

The consultant's Close Out scope (ASA #2) includes the following:

- Providing site visit for punch walk of Architectural, Mechanical and Electrical systems and generating punch list during final inspection;
- Reviewing of close out documentation including but not limited to contractor as-built markups, product submittals, field and TAB reports; and
- Complete DSA close out documentation and close out procedures to formally close out Project with DSA.

The additional design and support services scope of work is beyond the original design scope of the Consultant.

\$ 646,000.00 Original Contract Amount  
\$ 260,310.00 Proposed Amendment #1  
\$ 906,310.00 New Contract Amount

The Board is asked to approve this contract Amendment #1 to Salas O'Brien in an amount not to exceed \$260,310.00.

This document is available online at: <https://welcome.solano.edu/measureq/approved-contracts/>

**AMENDMENT #1 TO AGREEMENT**

**PARTIES**

This **FIRST** Amendment to Agreement ("Amendment") is entered into between **Solano Community College District** ("District") and **Salas O'Brien** ("Consultant"), collectively the "Parties").

**RECITALS**

WHEREAS, District and Consultant entered into a Consulting Services Agreement ("Agreement"), dated September 17, 2025, for architectural services related to the District's Fairfield Campus **Hydronic System Modernization – Phase 1 Project** ("Project"); and

WHEREAS, District and Consultant agree to amend the Agreement to modify the original services being performed for the **Hydronic System Modernization – Phase 1 Project**; and

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and Consultant agree as follows:

**AGREEMENT**

1. Article 6. Fee and Method for Payment is amended to the following, and unlisted sections are not modified.

**Article 6. Fee and Method of Payment**

6.1. District shall pay Architect for all Services contracted for under this Agreement the following ("Fee"):

An amount not to exceed **NINE HUNDRED SIX THOUSAND, THREE HUNDRED TEN DOLLARS AND 00/100 (\$906,310.00)** based on the rates set forth in **Exhibit D**. This fee is a total of the September 17, 2025 Agreement in the amount of \$646,000.00 and Amendment #1 in the amount of \$260,310.00.

*[ 'Article 6.2 – 6.7 Fee and Method of Payment' sections not changed.]*

6.8. Owner's Allowance: Included in the above fee is an Owner's Allowance for the following price:

**TWENTY THOUSAND, SEVEN HUNDRED DOLLARS AND 00/100 (\$20,700.00)**

The above allowance shall only be used by authorization by the District. Consultant shall not bill for or be due any portion of this allowance unless the District has authorized its use. Any unused Owner's Allowance will be returned to the District.

2. Exhibit A 'Responsibilities and Services of Architect', Section 'B. Basic Services' shall be amended to include the following, in addition to items already listed:
  - ASA #1
    - Design Phase:
      - Participate in kick-off meeting.
      - Establish structural design criteria.
      - Design of elements per required of applicable building codes and Authority Having Jurisdiction (DSA) requirements.
      - Review Geotechnical reports for the site, take into account impact of water table level into the design of new vaults.
      - Prepare construction document package and related calculations as required for submission to DSA.
      - Prepare specifications for the primary structural elements.
      - Assist in establishing testing and inspection requirements.
    - Permitting and Bid:
      - Respond to plan review comments by the Authority Having Jurisdiction (DSA). One round of responses is assumed.
      - Finalize and issue contract documents that can be used for final budgeting and construction purposes.
      - During the bidding phase, Salas O'Brien will assist the general contractor in interpreting and clarifying the drawings and specifications.
    - Add Option - Scope of Work #1: Construction Administration Support
      - Attend one pre-construction meeting, if appropriate, to advise the contractor of the approximate number of Salas O'Brien's construction observation visits, and of the requirements for testing and inspection to be performed by the contractor.
      - Perform site visits at appropriate intervals as dictated by ongoing construction, and as determined to be appropriate by Salas O'Brien. These site visits include general observation to ensure design intent concerning the specific items observed during each trip. The frequency of visits does not necessarily correspond with the architect's contractual commitment to the owner. Site visit reports will be prepared as necessary.
      - Review structural shop drawings and other specified submittals for items designed by Salas O'Brien. Salas O'Brien will also respond to RFI's and CO requests and will assist the architect in preparing bulletins on an as needed basis.
      - Review submittals for pre-engineered structural elements (vault hatch door).
      - Review shop drawings for miscellaneous metal items designed by others with input from Salas O'Brien.
      - Review testing and inspection reports, and initiate appropriate action to those reports as necessary.
      - Construction Support Services do not include owner to contractor-initiated revisions to documents, multiple reviews of shop drawings and prefabricated building element submittals, or preparing and maintaining record drawings.
      - Close Out and As-built Documents: Assist the architect with project closeout including final structural affidavit and structural as-builts. Structural as-built drawings will include major changes to structural elements during construction via redlines only.

- ASA #2
    - Construction Administration (C/A):
      - Attend one pre-construction kickoff meeting, if appropriate, to advise the contractor of the approximate number of Salas O'Brien's construction observation visits, and of the requirements for testing and inspection to be performed by the contractor.
      - Participate in biweekly Owner-Architect-Contractor (OAC) meetings through construction phase.
      - Provide construction support services including review and response to RFIs, shop drawings, submittals, and resubmittals.
      - Provide construction support services including review and response to proposed change orders. Salas O'Brien will provide comments for Owner and Construction Manager consideration to facilitate approval or renegotiation with Contractor.
      - Perform up to (14) site visits at appropriate intervals as dictated by ongoing construction, and as determined to be appropriate by Salas O'Brien. These site visits include general observation to ensure design intent concerning the specific items observed during each trip. Site visit reports will be prepared as necessary.
      - Review testing and inspection reports and initiate appropriate action to those reports as necessary.
    - Closeout:
      - Provide (1) site visit for punch walk of Architectural, Mechanical and Electrical systems and generate punch list during final inspection. The punch walk will be limited to visible areas of work, such as hydronic vaults, building mechanical room upgrades, and landscape/hardscape restorations.
      - Review of close-out documentation including contractor as-built markups, product submittals, field and TAB reports, etc.
      - Complete DSA closeout documentation and closeout procedures to formally closeout project with DSA.
3. Except as set forth in this Amendment, all provisions of the Agreement and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Agreement and/or any previous extension(s) and/or amendment(s).
  4. Consultant acknowledges and agrees that this Amendment shall not be binding on the Parties until and unless the Solano Community College District's Governing Board approves this Amendment.

*[Signatures on Following Page]*

IN WITNESS WHEREOF, the parties hereto have accepted and agreed to this Amendment on the dates indicated below.

Dated: \_\_\_\_\_, 2026

Dated: \_\_\_\_\_, 2026

**SOLANO COMMUNITY COLLEGE DISTRICT**

**SALAS O'BRIEN**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: Susan Wheet  
Print Title: Vice President, Finance and Administration

Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_